



**Risk Management
Committee**

TOWN OF VERNON

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**Town of Vernon, Risk Management Advisory Committee
September 9, 2015 meeting – FINAL**

In Attendance:

Jim Luddecke, Committee Member
Fred Padget, Committee Member
Bill Gilson, Committee Member
Paul Jonas, Committee Member
Rob Grasis, WPCA Liaison

Chris Wardrop, USI
Dawn Maselek, Assistant Town Administrator
Michael Purcaro, Business Manager, BOE/Risk Manager
John Morissette, Committee Member

Absent:

Meeting called to order by Paul Jonas at 7:06 p.m.

Public Comment

There was no public comment.

Approval of Minutes

Michael Purcaro made motion to approve minutes from June 9, 2015 meeting, seconded by John Morissette.
All in favor.

New Business

- a. Chris Wardrop (USI) provided update on Town insurance policies. CIRMA offered a two year extension with overall reduction in rates. Zero percent rate change for this year.

Motion by Bill Gilson to add Amerbelle discussion to agenda, seconded by Paul Jonas.

- Chris Wardrop discussed high level overview of Amerbelle project. Town is adequately covered by insurance through various phases of project. Town received a \$4 million dollar grant from the State to fix property with end goal of economic development.
- b. Michael Purcaro provided an update for the BOE Safety Committee – first meeting for this school year is October to include new Superintendent. Also noted the State's Annual Statewide Emergency Management exercise was scheduled for October 21, 2015. Exercise will include full activation of the EOC. Dawn Maselek provided update for Town Safety Committee. First meeting for new fiscal year, with new members. E-mail sent out to Department Heads advising to ensure if there are issues with buildings to notify Public Works so repairs can be scheduled.
 - Training continues on Department Heads completing Accident Investigation forms.
 - Continue to work towards electronic reporting for worker's compensation with CIRMA.

- c. Laptop encryption by Data Processing department has started. Everyone advised to schedule their mobile devices, exclusive of cell phones, to be encrypted.
- d. Chris Wardrop explained various insurance coverages for Volunteer Fire Dept under State Statute 7-314(b). Risk Management Committee wants to ensure the Town has all proper coverages in place.

Motion to Adjourn made by Bill Gilson, seconded by Paul Jonas. All in favor. Meeting concluded at 8:27 p.m.

Next meeting December 8, 2015

Prepared by: Dawn R. Maselek, Assistant Town Administrator